

V M-6

~~CONFIDENTIAL~~

Emergency Planning Officer

27 February 1961

Chief, Records Management Staff

Records Management Staff Participation in Flood Alert

1. You requested a report on the extent of the participation of the Records Management Staff in plans to evacuate records in the event of a flood and any ideas we have for future guidance.

2. Our entire participation was from a general records management interest in protecting the records of the Agency. Our specific participation was as follows:

a. Members of my Staff and I personally contacted Area Records Offices in those components of the Agency which would most likely be affected by the flood. We advised them to review their Vital Records Schedules and make sure that the transfer of records to the Vital Records Repository was current.

b. All Area Records Officers were advised that this would be a good opportunity to see if their records control schedules were being followed as originally intended; namely are records being destroyed at Headquarters, or are they being transferred to the Records Center as agreed upon.

c. Arrangements were made with the GSA to supply the Agency with 15,000 additional Records Center boxes for the packing of records which may have to be moved out of the flood area. The Supply Division, Office of Logistics was advised of this arrangement and they, in turn made arrangements for the physical transfer of these Records Center boxes to the Agency Supply System when needed.

d. The Records Center agreed to receive and store records under unconventional methods and to defer accountability until after the flood scare subsides.

e. The Records Center Staff was advised that it may be necessary for them to work extended overtime to receive, store, and service the records.

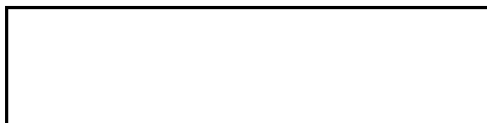
~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

3. This emergency has served as a useful tool in getting some offices to pry loose many of their old records. We know that in one building more than 5 tons of papers were eliminated and destroyed at Headquarters. We also know that the Center received approximately 1200 cu. ft. of records last week; this was the largest volume ever received in one week. These records should have been destroyed or transferred to the Records Center sometime ago.

4. As to the future, our ideas would be that all offices should continue their alertness on transferring Vital Records currently. Also they should make use of their Records Control Schedules to reduce volume so that in an emergency of this kind the physical work and general logistics requirements would not be so extensive. It is most important, of course, that sufficient trucks and laborers be provided for any physical transfer of records and related equipment above normal requirements.

25X1



7-27/61

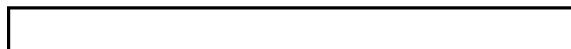
Distribution:

- Orig & 1 - Addressee
- 1 - [Redacted] (Records Center)
- 1 - RMS File

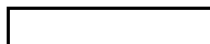
25X1

25X1

The following "buck slip" note was added



25X1



Hope the attached meets your requirement. One additional idea is to encourage all offices to carry out a "junior operation alert" along the lines followed by [Redacted] OCR. We have participated in these "alerts" twice with OCR and found them particularly helpful".

25X1

[Redacted] (2/27/61)

25X1

25X1

Mgt/S/RMS/[Redacted] (24 Feb '61)

25X1

~~CONFIDENTIAL~~